

# **CHIROPRACTIC ASSISTANT (CA) TRAINING PROGRAM**

## **PROGRAM PROCESSING OUTLINE AND REQUIREMENTS**

### **STAGE 1**

- ☐ Submit Request to Employ & Submit CA Applicant/Trainee Application in one packet to the Board.
- ☐ Receive Board Authorization Letter

### **STAGE 2**

- ☐ Submit 4 Month Review Form (within 4 months of date of Board Authorization Letter)

**STAGE 3 – Only can be submitted at completion of CA Program and Applicant/Trainee has a completed log with 520 Hours recorded AND has completed the 103 Hours of CA Coursework.**

- ☐ Submit CA Application for Registration/Examination
  - ◆ Application form
  - ◆ Photos
  - ◆ Fee
  - ◆ Fingerprint receipt
  - ◆ Criminal background check – Fingerprint Receipt Must not be more than 30 days old from the application date and included with the application packet.
  - ◆ Certificate of Completion of 103-hour course
  - ◆ Copy of clinical logs totaling 520 hours and signed by supervising chiropractor
  - ◆ Certificate of Moral Character